

REQUEST FOR QUOTATION

Date: May 27, 2025
Solicitation No.: PMO-25-40

Company/Business Name: _____

Address: _____

Contact Number: _____

The **Privatization and Management Office (PMO)**, through its **Information Technology Division**, intends to procure **Various Semi-Expendable ICT Equipment** with an Approved Budget for the Contract (ABC) in the amount of **Four Hundred Thirty Thousand Pesos (Php 430,000.00)** in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than **5:00 P.M.** of May 27, 2025:

BAC Secretariat
Bids and Awards Committee
Privatization and Management Office
104 Gamboa Street, Legaspi Village, Makati City
Email Address: BAC@pmo.gov.ph
Telephone Number: 8817-6331

Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. **Original** and **Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at 8806-2608 or send an email at acsanchez@pmo.gov.ph


AARON C. SANCHEZ
ITD Chief
Information Technology Division

INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed for ABCs Fifty Thousand Pesos (Php50,000.00) and above.**

TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: _____

Company/Business Name: _____

Address: _____

Contact Number and E-mail: _____

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.
- Suppliers have the option of submitting a quotation on any or both lots; evaluation and contract award will be undertaken on a per lot basis.

Project Title: Various Semi-Expendable ICT Equipment								
Mode of Procurement: Small Value Procurement								
PMO Requirements			Supplier's Offer					Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost	
#1	Various Semi-Expendable ICT Equipment	1 lot	#1					
	<i>Digital Voice Recorder (2 units)</i>							
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Battery type (Provided): Built-In Lithium Battery ▪ Built-in Memory: 4 GB ▪ Built-in Microphone: Yes ▪ Calendar Search: Yes ▪ LCD Backlight: Yes ▪ Maximum files per folder: 199 ▪ Maximum files: 5,000 files (including number of folder) ▪ PC Connectivity: Yes ▪ Playback Format: LPCM/MP3/AAC/WMA ▪ Recording Format: Linear PCM/MP3 ▪ USB Connection Charging: Yes ▪ Recording Features: Scene Select, Sync Recording Function, and Recording Monitor ▪ Playback and Edit Features: A-B Repeat, Digital Pitch Control (Speed Control), Divide, Easy Search, Erase, File Copy, Folder Name Change (without using PC), Graphic Equalizer, Move File, Noise Cut (Clear Voice), Protect, Track Mark ▪ Warranty: 1 year 							

	Document Camera (1 unit)							
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> Zoom: Total - Max 230x; Optical - Max 10x; Digital - Max 23x Basic Features: Zoom 1X, Volume adjustment, Brightness adjustment, Auto Focus, WiFi / USB connection, Playback, DC / PC, Capture, Record, Freeze / Stop, AE Lock Resolution: (4K / 1080p / 720p / XGA) Image Rotation: (0 degrees / 180 degrees) Screen Mirroring: WiFi Image: Brightness: 0 ~ 255; Contrast: 0 ~ 255; Saturation: 0 ~ 255 Image Mode: Normal / Motion / Wide Angle / Microscope / Macro / Infinity Image Rotation: 180 degrees / Normal Exposure: Auto / Manual; Manual Exposure: 0 ~ 99 White Balance: Auto / Manual / Cloudy / Daylight / Fluorescent / Incandescent Manual White Balance: 2800 ~ 10000K Warranty: 1 year 							
	Headset (3.5mm) (10 units)							
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> Microphone Type: Bi-directional Input Impedance: 22 Ohms Sensitivity (headphone): 122 dB +/-3 dB Sensitivity (microphone): -44 dBV/Pa +/- 2.5 dB Frequency response (Headset): 20 Hz - 20 kHz Frequency response (Microphone): 100 Hz - 6.5 KHz Connection: 3.5mm jack Warranty: 1 year 							
	Headset (USB-A) (10 units)							
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> Microphone Type: Bi-directional Input Impedance: 22 Ohms Sensitivity (headphone): 115 dB +/-3 dB Sensitivity (microphone): -42 dBV/Pa +/- 3 dB Frequency response (Headset): 20 Hz - 20 kHz Frequency response (Microphone): 100 Hz - 16 KHz Connection: USB-A Warranty: 2 years 							
	Webcam (5 units)							
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> Multiple resolutions: 4K/30fps (3840x2160 pixels) 1080p/60fps (1920x1080 pixels) 							

	<ul style="list-style-type: none"> ▪ Focus type: Advanced Autofocus ▪ Lens type: Glass ▪ Built-in Microphone type Dual Beamforming microphone for noise reduction Mic range: Up to 1.2 m ▪ Diagonal field of view (dFoV): 90°/78°/65° ▪ Image sensor: 8.5MP Sony STARVIS ▪ Hardware zoom: 4x digital zoom ▪ Built-in privacy shutter: Yes ▪ Connectivity: USB-C to USB-C cable, supports USB 3.0 ▪ Cable length: 1.5 m ▪ Detachable universal mounting clip: fits laptops, LCD displays, or monitors ▪ Warranty: 1 year 						
	Color Laser Printer (2 units)						
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> ▪ Printing Method: Colour Laser Beam Printing ▪ Print Speed: A4 - 21 / 21ppm (Mono / Colour) Letter - 22 / 22ppm (Mono / Colour) 2-Sided - 12 / 12ppm (Mono / Colour) ▪ Print Resolution: 600 x 600dpi ▪ Print Quality with Image Refinement Tech: 1,200 × 1,200dpi ▪ Auto Duplex Print: Standard ▪ Available Paper Size for Auto Duplex Print: A4, B5, Letter, Legal, Executive, Foolscap, Indian Legal ▪ Print Margins: 5mm - top, bottom, left and right (Envelope: 10mm) ▪ Print Features: Poster, Booklet, Watermark, Page Composer, Toner Saver ▪ Warranty: 1 year 						
	Dot Matrix Printer (1 unit)						
	<p><i>Minimum specifications:</i></p> <ul style="list-style-type: none"> ▪ Print Method: Impact dot matrix ▪ Control Panel: 4 switches and 5 LEDs ▪ Print Direction: Bi-direction with logic seeking ▪ Number of Pins in Head: 9 pins ▪ Control Code: ESC/P and IBM PPDS emulation ▪ Number of Pins: 9 ▪ Print Speed: High Speed Draft: (10 / 12 / 15 cpi): 347 / 357 / 390 cps (Condensed, 17 / 20 cpi): 383 / 298 cps Draft: (10 / 12 / 15 cpi): 260 / 312 / 223 cps (Condensed, 17 / 20 cpi): 222 / 260 cps (Emphasized, 10 cpi): 130 cps Near letter-quality (NLQ): (10/12/15/17/20 cpi): 						

	65/78/55/47/56 cps <ul style="list-style-type: none"> ▪ Printhead Life: Approx. 400 million strokes/wire ▪ Mean Print Volume Between Failure (MVBF): Approx. 20 million lines (Except print head) ▪ Mean Time Between Failure (MTBF): Approx. 10,000 POH (25% Duty) ▪ Warranty: 3 years 						
	Monochrome Laser Printer (3 units)						
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Type: Network Printer ▪ Print Speed: Up to 42 ppm ▪ First page out : As fast as 6.1 seconds ▪ Processor speed: 1200 Mhz ▪ Memory: 256 MB ▪ Display: 2-line backlit LCD graphic display ▪ Duty Cycle: Up to 80,000 pages per month ▪ Two-sided printing: Automatic ▪ Paper Handling Input: 100 sheets (tray 1), 250 sheets (tray 2) ▪ Paper Handling Output: 150-sheet output bin ▪ Recommended monthly page volume: 750 to 4,000 pages ▪ Number of cartridges: 1 (black) ▪ Cartridge yields (A/X): ~3,000/~9,700 pages ▪ Connectivity: 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az (EEE) ▪ Warranty: 3 years 						
	Monitor (5 units)						
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Screen size: 27"; Aspect Ratio: 16:9 ▪ Brightness (min): 250cd/m² ▪ Static Contrast Ratio: 1000:1(Typical) ▪ Resolution: 1,920 x 1,080 ▪ Response Time: 5 (GTG) ▪ Viewing Angle: 178°/178° ▪ Refresh Rate: Max 100Hz ▪ Color Support: Max 16.7M ▪ Connectivity: HDMI and D-Sub ▪ Warranty: 3 years 						
	Smart TV 55" (2 units)						
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Screen size: 55"; Resolution: 4K Ultra HD ▪ Display technology: LED ▪ Brightness: Up to 350 Nits ▪ Operating System: Google TV/Android ▪ Connectivity: HDMI, USB, Wi-Fi5: 2.4g+5g 						

	<ul style="list-style-type: none"> ▪ Features: Hands-free voice control, Google Voice Assistant, and Frame Edgeless Screen ▪ Mount: Wall mount with free bracket ▪ Warranty: 2 years 						
	Smart TV 75" (1 unit)						
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Screen size: 75"; Resolution: 4K Ultra HD ▪ Display technology: QLED ▪ Brightness: Up to 350 Nits ▪ Operating System: Google TV/Android ▪ Connectivity: HDMI, USB, Wi-Fi5: 2.4g+5g ▪ Features: Hands-free voice control, Google Voice Assistant ▪ Mount: Wall mount ▪ Warranty: 2 years 						
	TV Trolley/Stand (1 unit)						
	<i>Minimum specifications:</i> <ul style="list-style-type: none"> ▪ Compatible screen size: 55"-90" TV ▪ Mounting Type: Floor Standing ▪ Movement Type: Fixed ▪ Material: Alloy Steel, Heavy Duty ▪ Max load: 90kg ▪ Warranty: 1 year 						
ABC:			<i>Additional VAT and other Government Taxes:</i>				
Four Hundred Thirty Thousand Pesos (Php 430,000.00)			GRAND TOTAL (must not be above the ABC): <i>(amount in figures and in words)</i>				
Other Requirements:							
Price Validity:			Thirty (30) calendar days from date of submission of quotation				
Delivery Requirements:			Within fifteen (15) calendar days from receipt of Notice to Proceed				
Terms of Payment:			Within 15-30 calendar days from receipt of billing and complete supporting documents				

Attached in this quotation are the following documentary requirements:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. **Original** and **Notarized** Omnibus Sworn Statement.

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. **(In case PhilGEPS Platinum is submitted)**

Prepared by: _____
Authorized Representative
(signature over printed name)